

For
PROJECT-BASED VOUCHER (PBV) PROGRAM

Project #2271



Local Time
CST

Brown County Housing Authority

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Project #2271

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PROJECT-BASED VOUCHER PROGRAM REQUEST FOR PROPOSALS
(RFP) Project #2271

The Brown County Housing Authority (BCHA) is accepting proposals from property owners and developers wishing to place Department of Housing and Urban Development (HUD) Project-Based Voucher (PBV) in developments in Brown County. The goal of this request is to deconcentrate poverty and expand economic and housing for low- to moderate- income families. The PBV program is designed to conform to the Project-Based Voucher Program Final Rule published on October 13, 2005, at 24 CFR Part 983, the HERA Act of 2008, from November 24, 2008, Housing Opportunities through Modernization Act of 2016 (HOTMA) reforms as of April 18, 2017 and other related PIH Notices and HUD guidance.

RFP PROJECT TIMELINE

Please Note: These dates are for planning purposes. They represent the BCHA's desired timeline for implementing this project. Any revision to the Due Date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

Project Timeline:

Sept 24, 2018	BCHA authorizes RFP
Sept 26, 2018	RFP Posting Date
Oct 5, 2018	Vendor Question Deadline by 4:00 PM CST via email to Cherylre@greenbaywi.gov
Oct 10, 2018	Answers to Questions Published as addendum by 4:00PM CST
Oct 29, 2018	Proposal Due and Proposal Opening at 4:00 PM Local CST, Room 608 City Hall
Nov 19, 2018	BCHA selection of proposals and commitment of PBV units*****

Questions-All questions related to this RFP must be in writing and received at the BCHA, no later than the due date. Questions can be delivered via e-mail to: cherylre@greenbaywi.gov
Questions MUST be clearly marked in the subject line: **"Questions for Project #2271"**

RFP QUESTIONS & ANSWERS POSTED DATE: Oct 10, 2018 at 4:00 PM

Answers -Answers to all written questions will be issued in the form of an addendum. Answers will be published on the Brown County website at:
https://www.co.brown.wi.us/departments/page_544f99019209/?department=85e69f9bdbf5&subdepartment=6722abce459a
AND on the BCHA website at <http://greenbaywi.gov/csa/housing/brown-county-housing-authority/>
AND on the Onvia Demand Star website at: www.demandstar.com

It is the responsibility of all interested vendors to access the website(s) for project information. Calls for assistance with the County websites can be made to (920) 448-4040. Calls for assistance with the BCHA website can be made to Cheryl Renier-Wigg at (920) 448-3412 or cherylre@greenbaywi.gov.

DESCRIPTION OF PBV PROGRAM

Through the PBV Program, the BCHA will enter into housing assistance payments contracts with selected property owners to provide housing to low income families. Contracts between the property owner and BCHA are for an initial term of up to twenty years and renewable for up to twenty additional years, for a maximum total term of forty years, subject to funding availability. Rental units may be designated or floating, meaning that specific units may change based on tenant turnover. Housing assistance subsidies will be provided while eligible families occupy the rental housing units and the units meet other program standards. The BCHA will refer qualifying families from its project based Housing Choice Voucher program waiting list to the project owner in order to fill vacant units. Currently, owner-maintained site-based waiting lists are not permitted, however the BCHA may choose to allow such waiting lists when HUD implements this provision approved by HOTMA. The BCHA's published subsidy standards will determine the appropriate unit size for the

family size and composition.

ELIGIBLE HOUSING

The BCHA may authorize PBV assistance for both existing housing units that substantially comply with Housing Quality Standards and newly constructed and rehabilitated housing units. BCHA will enter into an Agreement to enter into a Housing Assistance Payment Contract (Agreement) with the owner of new construction or rehabilitated property. The Agreement may only be entered into after the required subsidy layering review has been completed and an environmental review has been completed and environmental approval provided to the BCHA. Construction or rehab work may not begin until **after** the Agreement has been executed. Future HUD rulemaking may permit the BCHA to enter into a HAP contract for units that are under construction or recently constructed.

The BCHA may consider proposals which include units which would come under contract over multiple years. For example, an owner may submit a proposal in which they will project-based various units over a three-year timespan so long as the owner certifies that all units will meet the requirements outlined in this RFP and in the subsequent Agreement. The BCHA reserves the right to disallow any units which do not meet the requirements or intent of the PBV program.

Certain types of housing units and/or developments that are **not eligible** for PBV assistance include:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care;
- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- High-rise elevator projects for families with children;
- Owner-Occupied housing units;
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the Housing Assistance Payment (HAP) contract;
- Subsidized housing units types determined ineligible in accordance with HUD regulations. These include, but are not limited to, public housing units; units subsidized with any other form of Section 8 assistance; units subsidized with rental assistance under Section 236; Section 521 or Section 101; units subsidized with Section 202 including supportive housing for the elderly or persons with disabilities; units subsidized under Section 811; units subsidized with any form of tenant-based rental assistance as defined at 24 CFR 982.1(b)(2), including units subsidized with such assistance under the HOME program; and units with any other duplicative federal, state or local housing subsidy as determined by HUD or the BCHA.

The number of PBV assisted units in the project generally cannot exceed the greater of 25 units or 25 percent of the total number of dwelling units in the project, except as provided by regulations at Section 8(o)(13)(D) of the 1937 Act. Notwithstanding this provision, exceptions to the 25 percent cap include units in a project that exclusively serve elderly families; units that house households eligible for supportive services, including households with a member who has a disability; projects that are in a census tract with a poverty rate of 20 percent or less (in which case, such projects cannot exceed the greater of 25 units or 40 percent of the units); and single-family buildings (defined as one to four units). (See Exhibit H for a Brown County map of poverty rates by census tracts.)

Sites selected for PBV assistance must:

- Be consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities, consistent with the BCHA's Annual Plan, Administrative Plan, and other local plans. Specific factors are discussed

at 24 CFR 983.57(b)(1);

- Comply with the applicable laws regarding non-discrimination and accessibility requirements;
- Meet Housing Quality Standards (HQS) site standards; and
- Meet HUD regulations for site and neighborhood standards. For existing and rehabilitated housing, the site selected must: a) be adequate size, exposure and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to the site; b) promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons; c) be accessible to social, recreational, educational, commercial, and health facilities and services that are at least equivalent to those typically found in the neighborhoods consisting largely of unassisted, standard housing of similar market rents; and, d) be located within reasonable travel times and cost via public transportation or private auto to places of employment. For new construction units, site and neighborhood standards are detailed at 24 CFR 983.57 (e). Activities under the PBV program are subject to HUD environmental regulations and may be subject to review under the National Environmental Policy Act by local authorities.

When newly construction or rehab housing sites are selected for PBV assistance, the owner must agree to develop the contract units to comply with HQS. The BCHA may elect to establish additional requirements for quality, architecture, or design of PBV housing, over and above the HQS. The owner and the owner's contractors and subcontractors must comply with all applicable State and federal labor relations laws and regulations, federal equal employment opportunity requirements, and HUD's implementing regulations.

The BCHA will enter into a Housing Assistance Payments (HAP) contract with the owner for all sites selected and approved for PBV assistance. The BCHA will make housing assistance payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term subject to funding availability.

The BCHA does not conduct screening to determine a PBV applicant family's suitability for tenancy. The owner is responsible for screening and selection of all families, despite being referred by the BCHA. All residents utilizing the project-based vouchers must be at or below fifty percent (50%) of county median income as determined by HUD and adjusted for family size (See Exhibit A). The owner's tenant screening criteria is subject to BCHA approval. Such criteria must adhere to BCHA, local, state, and federal requirements.

During the course of the tenant's lease, the owner may not terminate the lease without good cause. "Good cause" does not include a business or economic reason, or desire to use the unit for an individual, family, or non-residential rental purpose. Upon expiration of the lease, the owner may: renew the lease, refuse to renew the lease for good cause, or refuse to renew the lease without good cause.

For existing housing, the owner must provide the BCHA enough information regarding existing tenants prior to execution of the HAP contract to determine if the families are eligible for PBV assistance. Existing tenants who may qualify for PBV assistance will be placed on the BCHA PBV waiting list and given an "absolute preference" for continued occupancy in their unit with PBV assistance. Existing tenants who do not qualify for PBV assistance cannot be displaced in order for their unit to be project based; instead their unit will not be included in the HAP contract.

The amount of the rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units, the rent to owner including utility allowances must not exceed the lowest of:

- An amount determined by the BCHA, not to exceed 110 percent (110%) of the applicable fair market rent (FMR) for the unit bedroom size, including any applicable tenant-paid utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

BCHA's current Payment Standards for determining maximum rents with all utilities included in Project Based units are available on Exhibit A. The BCHA's utility allowances are attached as Exhibit B.

An independent reasonable rent study will be prepared to determine the rent.

The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by the BCHA in accordance with the contract with the owner. The BCHA determines the tenant rent in accordance with HUD requirements.

APPLICATION EVALUATION PANEL

The BCHA's Housing Administrator will appoint a PBV Evaluation Panel to review, evaluate, rank, and select the applications according to the criteria described herein.

APPLICATION REVIEW

In submitting the application, the owner certifies that the application and the property are in conformity with HUD program regulations and requirements, including the following items:

- The indicated owner is the legal owner of the property or, for new construction or rehabilitation, the owner has appropriate site control and could submit evidence upon request;
- The owner and other property principals are not on the U.S. General Services Administration (GSA) list of parties excluded from federal procurement and non-procurement programs
- The owner understands the BCHA may conduct a background check on owners and may deny PBV participation if there is a preponderance of evidence that they have been involved in drug related, gang related, violent or fraudulent activity within 3 years for an ordinance violation or misdemeanor and 5 years for a felony or have had bankruptcy or foreclosures in the past 10 years or have had non-payment of property or income taxes.
- The owner and other property principals do not have any possible conflicts of interest that would be a violation of the HAP contract or HUD regulations. The owner and principal parties must not be:
 - A member or officer of the BCHA board of commissioners;
 - A BCHA employee, or a contractor, subcontractor or agent of the BCHA, who formulates policy or who influences decisions with respect to the program;
 - A public official, member of a governing body, or state or local legislator, who exercises functions or responsibilities with respect to the programs;
 - A member of the Congress of the United States;
 - The spouse, parent, child, grandparent, grandchild, sister, or brother of any member of a family residing in a proposed contract unit;
- The property is appropriately zoned or in the process of being rezoned for the intended use and meets local design standards as well as the site and neighborhood standards explained above;
- For occupied rehabilitation housing, the owner will provide a relocation plan and certifies that any relocation will be done in accordance with the Uniform Relocation Act;
- For new construction or rehabilitation, the owner will comply with and provide appropriate documentation to confirm compliance with labor standards, including Davis-Bacon and Section 3 employment and training requirements;
- The owner has necessary property insurance, including flood insurance, if necessary;
- The owner is current on property taxes and utilities;
- Existing housing units must, at the time of the BCHA's selection, substantially comply with the Housing Quality Standards. Units for which new construction was started in accordance with Subpart D of the PBV Final Rule will not qualify as existing housing;
- The owner understands the rent amounts will be set in accordance with the rent calculations explained above;
- The property is not an ineligible housing type or does not utilize prohibited housing subsidies listed above;
- For new construction projects, no construction has begun, as evidenced by the BCHA inspection;

- Existing housing, as well as new construction and rehabilitation projects must meet program accessibility standards of both Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8 and the Fair Housing Amendments Act of 1988. Specifically, for projects containing four or more units that are designed, constructed, or altered after July 11, 1988, a minimum of five percent (5%) of the total PBV units, or at least one, whichever is greater, must be fully accessible for people with mobility impairments. An additional two percent (2%) must be fully accessible for persons with hearing or vision impairments;
- The owner understands the income-mixing requirements at Section 8(o)(13)(D) of the 1937 Act, summarized above.

If a project does not meet the requirements indicated above, it will be designated non-responsive. A notice mailed to the applicant will identify the disqualifying factor.

OTHER REQUIREMENTS

1. Before executing an Agreement or HAP Contract with any selected owner, the BCHA will:
 - a. Establish rents in accordance with §983.301 (Determining Rent to Owner);
 - b. Obtain subsidy-layering reviews from HUD or a HUD-approved Housing Credit Agency, if applicable;
 - c. Obtain environmental clearance in accordance with §983.58;
2. Before an Agreement is executed for new construction units, the owner must submit the design architect's certification that the proposed new construction reflected in the working drawings and specifications comply with housing quality standards, local codes and ordinances, and zoning requirements (§983.57(e)).

RANKING AND SELECTION CRITERIA

Proposals that appear to meet the requirements will be evaluated and ranked by the BCHA Evaluation Panel. The BCHA will prepare a ranking list in accordance to the points awarded to each proposal. The BCHA may, at its discretion, select one or more of the proposals submitted, or none of the proposals submitted.

The BCHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the BCHA to be in its best interests. BCHA also reserves the right to withdraw any selected and committed proposals if funding is not available to the BCHA by HUD. The BCHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. The BCHA shall have no obligation to compensate any applicant for any costs incurred in responding to this RFP.

The BCHA's Evaluation Panel will review and score each proposal based on the following criteria:

CRITERIA	MAXIMUM POINTS AVAILABLE
1. Accessibility for Disabled Individuals	10
2. Services	15
3. Financial Capacity	20
4. Deconcentration of Poverty	25
5. Owner/Management Experience	15
6. Income-Mixing	15
TOTAL	100

For a further breakdown of the selection criteria, see Exhibit C.

Condition of Existing Units:

Units must be inspected by the BCHA to ensure they substantially comply with Housing Quality Standards before a proposal will be selected. Owners must provide a list of the units proposed for assistance. If specific units are not permanently designated as the PBV units and instead will be "floating units", then all units in the project which are likely to become project based must be inspected.

APPLICATION REQUIREMENTS

Applications will be reviewed and ranked and will be subject to the selection criteria described above. The procedures described herein will be followed by the BCHA in accepting and screening owner applications submitted for the PBV Program.

In addition, all applicants agree to and understand the following:

Reasonable Accommodations

The BCHA will provide reasonable accommodations including the provision of informational material in an alternative format for qualified individuals with disabilities upon request. If you need accommodations at a proposal opening/vendor conference, contact the BCHA contact listed in this proposal.

Proposal Submission

Proposals shall be submitted in the form described herein. Responses received after the deadline cannot be considered.

Questions

Respondents are asked to examine this Request for Proposals (RFP) upon receipt. All questions or clarifications should only be directed via email to the BCHA Housing Administrator before the designated deadline for written questions. Questions received after this date may not be responded to. Oral and other interpretations or clarifications will be without legal effect. **Only questions answered by formal written addenda will be binding.**

Addenda

Questions will be responded to in the form of written addenda to all Respondents who express interest in submitting a proposal. It shall be the responsibility of each Respondent, prior to submitting their proposal, to determine if addenda were issued. All addenda issued shall become a part of the contract documents and shall be acknowledged by the Respondent in Exhibit E.

Non-Restrictive Specifications and Vendor Alternates

Specifications are intended to define the level of quality and performance of this program and not to restrict competition. Respondents may offer one or more alternates with lesser or greater features; however, the BCHA reserves the right to make its selection based on the best interest of the BCHA. Respondents offering alternates shall submit with their proposal an itemized comparison with this specification, documenting equivalence for quality, performance, etc. All itemized lists shall be presented in the same order as the BCHA specifications and shall reference the item number. Failure to identify exceptions or deviations in this manner may be a basis to declare the proposal as non-responsive. If in your opinion any of the specifications, terms, and conditions of this RFP prevents you from offering a proposal, consideration will be given to a Respondent's request for change.

Proposal Opening

Proposals will be publicly read on **October 29, 2018, at 4:00 p.m.** at Green Bay City Hall, the Department of Community & Economic Development, 100 N. Jefferson Street, **Room 608**, Green Bay, WI. The main purpose of the proposal opening is to reveal the names only of the Respondents.

Proposal Evaluation Process

After the proposal opening date, the BCHA's evaluation and clarification process will commence. An evaluation team will review the proposals. Criteria described in this RFP will be considered, as well as any other factors the evaluation team determines may affect the suitability of the proposal for the BCHA's requirements. A Respondent's submission of a proposal constitutes their acceptance of the evaluation technique and their recognition and acceptance that the evaluators will use their judgment in making a determination. One or more responsive and responsible proposals may be selected, and further negotiations and/or interviews may occur. Once the successful Respondent(s) has been selected, an

award notice will be issued.

Award Notice

After an award is made, a proposal tabulation summary will be available. Proposal results will not be given over the telephone. Award will be based on overall best interest to the BCHA.

Appeals Process

Protest of this award or recommendation of award shall be made in writing and received in the BCHA office within 72 hours after the award notification date. A written protest must contain a specific legal basis for appeal, precise statements of the relevant facts, an identification of the issue to be resolved, and authorities in support of the protest. Appeals not containing the necessary information or not filed on a timely basis shall be rejected. Appeals shall be addressed to the Housing Administrator.

Hold Harmless

The Respondent shall hold and save the BCHA and its officers, agents, servants/employees harmless from liability of any patented or un-patented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the BCHA.

Rules, Regulations, Licensing Requirements

The BCHA is relying on the expertise of the Respondent in providing these professional services. The Respondent shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein. Respondents are presumed to be familiar with all federal, particularly Department of Housing and Urban Development, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

The Respondent understands that federal laws, regulations, policies, and related administrative practices applicable to services described in this RFP on the date the services commence may be modified from time to time. Respondent agrees that the most recent of such federal requirements will govern the administration of this service at any particular time, except if there is sufficient evidence in the RFP of a contrary intent. Such contrary intent might be evidenced by express language in this RFP, or a letter signed by an authorized Federal Administrator, the language of which modifies or otherwise conditions the text of a particular provision of this RFP. Likewise, new federal laws, regulations, policies, and administrative practices may be established after the date any subsequent agreement that has been executed and may apply.

Substance Abuse Prevention

The BCHA recognizes and supports drug-free workplace programs as an important element in the national strategy to reduce the devastating effects of drug and alcohol abuse in our society. The BCHA urges contractors, subcontractors, suppliers and vendors to establish and enforce drug-free workplace policies and programs.

Statement: The possession, use of, distribution, and purchase of illegal drugs, or use of alcohol at work by any contractor employee on BCHA job sites is strictly prohibited. The terms of this Substance Abuse Statement will cover all personnel who are working on BCHA job sites.

License

Contractors performing work are required to have a Contractor's License for the state for which the work is to be done. All applicable Licenses for any contractors must be current on the day of Contract execution and throughout the length of the project.

Permits

Contractor shall be responsible for securing all applicable permits.

Incurring Costs

The BCHA is not liable for any cost incurred by proposers in replying to this RFP. This includes costs to determine the nature of the proposal, submitting, negotiating, presentations, or any other costs a vendor would incur in responding to the RFP.

Statutory Information

All project participants, consultants, engineers, and vendors must comply with all applicable federal, state, and local laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment. Contracts entered into on the basis of submitted proposals are revocable if contrary to law.

Nondiscrimination

In connection with the performance of work under this agreement, the Contractor agrees not to discriminate against any employee, applicant for employment, resident or applicant for residency because of age, race, religion, color, familial status, marital status, sex, gender identity, sexual orientation or perceived sexual orientation, disability, national origin, or ancestry. This provision must be included in all subcontracts.

Independent Contractor Status

The Contractor agrees it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Non-Compliance

Submission of a proposal constitutes confirmation your firm is not presently on any lists maintained by the Wisconsin Department of Administration, the national System for Award Management (SAM), or any other state or the federal government list for non-compliance with any requirements, including equal opportunity and/or affirmative action.

APPLICATION FORMAT

Four (4) hard copies of owner applications must be submitted as well as an electronic copy, sent either to the email address indicated below or provided on CD or USB memory stick (will not be returned).

APPLICATION SUBMISSION

Owner applications will be accepted at the BCHA office, located at:

**Brown County Housing Authority
100 N. Jefferson Street, Room 608
Green Bay, WI 54301
Attn: Cheryl Renier-Wigg (Cherylre@greenbaywi.gov)**

NON-RESPONSIVE OR NON-COMPLIANT APPLICATIONS

If the BCHA determines that an application is non-responsive or non-compliant with this RFP, written selection criteria and procedures, or HUD program regulations, the applicant will be notified of the deficiencies and provided five (5) calendar days to correct all deficiencies. The application will be considered for the program if the missing information is submitted within this time period.

The BCHA reserves the right to cancel this RFP for any reason or to reject applications at any time for misinformation, errors, or omissions of any kind, regardless of the stage in the process that has been achieved.

APPLICATION CONTENT

Applications for PBV assistance must include all of the following information: Designation of Confidentiality and Proprietary Information Form (Exhibit D); Addendum Acknowledgement (Exhibit E), if necessary; BCHA PBV Application Form (Exhibit G); accompanying narrative, explained below; and supplemental information:

The following information must be provided on the BCHA PBV Application Form:

- Project or Property name;
- Owner name: If necessary, attach a separate sheet to identify all owners, developers or architects (for new construction or rehabilitation), management agents, officers, principal members, shareholders, investors and other parties with an interest in the project;
- Project Address;
- Name, phone number, and email address for the main contact person for this application;
- Description of the general location of the project;
- Indicate if the project is existing housing, new construction or rehabilitation. For existing, indicate the date the project was built and dates of any major rehabilitation. For new construction or rehab, include an attachment indicating all major milestones and anticipated dates for the financing and construction or rehab;
- Description of building type, for example one-story, townhouse, high rise with elevator, etc.;
- Total number of buildings and units per building, indicating total units in the project;
- Total number of units by bedroom size in the project, including square footage (ie: 20 1-bedroom, 550 square feet; 16 2-bedroom, 700 square feet, etc.);
- Total number of proposed project based units by bedroom size;
- Specify if owner wishes to project base specific units or to have floating units. Floating units mean that specific units are not permanently designated, but rather may change based on tenant turnover. If specific units are desired, list the apartment numbers of each specific unit. If floating units, list all potential units, which may include all units in the project, if so desired. Attach additional sheet if necessary;
- Initial term requested for PBV contract. Initial term is a maximum of 20 years and may be renewed for up to 20 additional years for a total of 40 years. Indicate initial term only;
- Proposed contract rent for each unit type/size;
- Breakdown of utility responsibilities to be paid by the tenant and by the owner.

In addition, the following information must be provided as attachments to the application:

- **Project Narrative:** Explain the ways in which the proposed housing project meets the BCHA's mission of ensuring that all residents of Brown County have the opportunity for safe, affordable housing. Explain how the project is consistent with at least one of the BCHA's goals: expand supply of assisted housing; improve the quality of assisted housing; increase assisted housing choices; provide an improved living environment; promote self-sufficiency and asset development of assisted households; ensure equal opportunity and affirmatively further fair housing. Limit narrative to no more than 900 words;
- **Site selection standards narrative:** Demonstrate that the project is consistent with HUD's statutory goal of de-concentrating poverty and expanding housing and economic opportunities (as per §983.57). (See Exhibit H for a Brown County map of poverty rate by census tracts). Explain which of the following HUD criteria apply to the property and how, identifying data sources used: (Limit narrative to no more than 500 words)
 - HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
 - Located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition;
 - Located in a census tract which is undergoing significant revitalization;
 - State, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement;
 - New market rate units are being developed in the same census tract that will positively impact the poverty rate in the area;
 - Experiencing an overall decline in the poverty rate in the past five years if the poverty level is over 20 percent;
 - Meaningful opportunities for educational and economic advancement in the census tract;
- **Experience:** Include a narrative and/or other documentation demonstrating experience related to this RFP. For new construction or rehabilitation, indicate the developer's experience and capability to build or rehabilitate affordable housing; for existing housing, indicate experience as an owner in the Housing Choice Voucher program (project based and/or tenant based) and owner's compliance with owner obligations under HCV. Include a

description of the management agent's experience;

- **Financial Capacity:** For existing housing, include a copy of the most recent audited financials and a listing of accounts payable greater than 90 days; For new construction or rehab, include evidence of financing, including project-specific operating pro forma for the life of the PBV contract;
- **Amenities and services:** Provide a listing of amenities and services included such as off-street parking, laundry facilities, playgrounds, community rooms, wiring for electronic media, WIFI, free cable TV, services or activities for elderly or people with disabilities, etc.;
- **Photos** (for existing housing) or **renderings** (for new construction or rehab) of the property, including exterior, common areas and typical unit interior;
- **Handicapped accessibility features:** Describe the units which meet accessibility features required by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Fair Housing Amendments Act of 1988. Indicate the total number of accessible units and include the apartment numbers of such units requesting to be project-based. If housing was constructed prior to June 2, 1988 and the percentage of accessible units does not meet Section 504 requirements, provide documentation to support that an undue financial or administrative burden would exist if such requirements were met;
- **Tenant Selection Plan:** Detail tenant screening and selection criteria, include any tenancy preferences owner offers, including any preferences for special populations, such as families or individuals who are homeless or exiting a transitional housing program. Examples include a review of applicants' credit history, a criminal background check, an evaluation of applicants' income to determine affordability, etc. Tenant screening and selection criteria must adhere to the BCHA, local, state, and federal requirements. The owner/agent must apply the same screening criteria to all tenants at the property, regardless of PBV assistance. Criteria must include target population and income limits required by any governmental programs involved in the project;
- **Rent and Occupancy Status:** For existing housing, indicate the extent to which units are occupied by families that are eligible to participate in the PBV program (ie: to the owners' knowledge, if families meet the BCHA's criminal screening requirements, are income eligible, are not otherwise ineligible for the Housing Choice Voucher Program, and don't already have a tenant-based Voucher). Ineligible families cannot be displaced and residents who already have a tenant-based Voucher cannot be required to give up their Voucher in order to project base a unit;
- **Description of other governmental assistance** in the project, include the amount and type of funding and if it applies to specific units. For new construction or rehab, if a subsidy layering review has already been completed, provide a copy. If not yet completed, provide all HUD- required documentation so that it can be completed;
- **Section 3:** For new construction or rehabilitation, provide a plan detailing how Section 3 employment and training opportunities requirements will be met.

For any questions regarding this RFP, please contact:

Cheryl Renier-Wigg at (920) 448-3412 or by email at Cherylre@greenbaywi.gov.

EXHIBIT A: BCHA PROJECT-BASED VOUCHER SUBSIDY STANDARDS AND INCOME LIMITS

2018 PROJECT-BASED SUBSIDY STANDARDS – 110% OF FAIR MARKET RENT

(Includes estimates for tenant-paid utilities)

0-Bedroom	\$584
1-Bedroom	\$650
2-Bedroom	\$864
3-Bedroom	\$1,224
4-Bedroom	\$1,233
5-Bedroom	\$1,417

2018 GROSS INCOME LIMITS BY FAMILY SIZE

Family Size	Low Income	Very Low Income	Extremely Low Income
1	\$39,150	\$24,500	\$14,700
2	\$44,750	\$28,000	\$16,800
3	\$50,350	\$31,500	\$20,420
4	\$55,900	\$34,950	\$24,600
5	\$60,400	\$37,750	\$28,780
6	\$64,850	\$40,550	\$32,960
7	\$69,350	\$43,350	\$37,140
8	\$73,800	\$46,150	\$41,320

* (1) 30% or less of median income

* (2) Between 31% and 50% of median income

EXHIBIT B: BCHA 2018 UTILITY ALLOWANCES

Determining Utility Allowances

- a) Determine the type of unit (see below for definitions of unit type.)
- b) Determine which utilities tenant is responsible to pay for and its fuel source.
- c) If tenant pays for /owns any of the utilities, add the corresponding number to the calculation column

Example: If the tenant pays for the heat fueled by Natural Gas in a "Two Family Duplex" you would add the corresponding number. If tenant does not pay for a given utility, enter "0" in the calculation column.

Determining Unit Type

Single Family Detached: 1 building; 1 unit; 1 address.

Two Family Duplex: 1 building; 2 separate units each having their own address.

Row/Town House: 1 building; 3 or more separate units having their own address. Each unit has their own entrance at ground level. Units may have more than one level.

Older Home Converted/Older Multi-Family: 1 building; more than 1 unit on more than 1 level.

High Rise: 1 building; 1 main outside entrance; elevator required.

BEDROOM SIZE = 0

	Single Family Detached	Two Family Duplex	Older Home Converted	Row/Town House	High Rise	Mobile Home	Calculation Column
Heating							
Natural Gas	13	12	11	10	10	16	
Bottle Gas	51	47	44	40	37	64	
Electric	36	33	31	29	26	45	
Oil	79	74	68	63	58	100	
Wood	46	43	40	37	34	58	
Cooking							
Natural Gas	2	2	2	2	2	2	
Bottle Gas	3	3	3	3	3	3	
Electric	6	6	6	6	6	6	
Water Heating							
Natural Gas	6	6	6	6	6	6	
Bottle Gas	11	11	11	11	11	11	
Electric	18	18	18	18	18	18	
Oil	7	7	7	7	7	7	
Electricity	17	17	17	17	17	17	
Water / Sewer	35	35	35	35	35	35	
Trash Collection	11	11	11	11	11	11	
Central Air	9	9	8	8	7	12	
Fridge (add if tenant owns)	4	4	4	4	4	4	
Stove (add if tenant owns)	4	4	4	4	4	4	
Electric Meter Charge	25	25	25	25	25	25	
Gas Meter Charge	18	18	18	18	18	18	

Total Utility Expenses: _____

BEDROOM SIZE = 1

	Single Family Detached	Two Family Duplex	Older Home Converted	Row/Town House	High Rise	Mobile Home	Calculation Column
Heating							
Natural Gas	18	17	16	15	13	23	
Bottle Gas	71	66	61	57	52	89	
Electric	50	47	43	40	37	63	
Oil	111	103	95	89	81	140	
Wood	65	60	55	52	47	81	
Cooking							
Natural Gas	3	3	3	3	3	3	
Bottle Gas	5	5	5	5	5	5	
Electric	8	8	8	8	8	8	
Water Heating							
Natural Gas	8	8	8	8	8	8	
Bottle Gas	15	15	15	15	15	15	
Electric	25	25	25	25	25	25	
Oil	10	10	10	10	10	10	
Electricity	24	24	24	24	24	24	
Water / Sewer	49	49	49	49	49	49	
Trash Collection	15	15	15	15	15	15	
Central Air	13	12	11	11	10	17	
Fridge (add if tenant owns)	4	4	4	4	4	4	
Stove (add if tenant owns)	4	4	4	4	4	4	
Electric Meter Charge	25	25	25	25	25	25	
Gas Meter Charge	18	18	18	18	18	18	

Total Utility Expenses: _____

BEDROOM SIZE = 2

	Single Family Detached	Two Family Duplex	Older Home Converted	Row/Town House	High Rise	Mobile Home	Calculation Column
Heating							
Natural Gas	23	22	20	19	17	30	
Bottle Gas	91	85	78	73	66	115	
Electric	64	60	55	52	47	81	
Oil	143	133	123	114	104	180	
Wood	83	77	71	66	61	105	
Cooking							
Natural Gas	4	4	4	4	4	4	
Bottle Gas	6	6	6	6	6	6	
Electric	10	10	10	10	10	10	
Water Heating							
Natural Gas	10	10	10	10	10	10	
Bottle Gas	19	19	19	19	19	19	
Electric	32	32	32	32	32	32	
Oil	13	13	13	13	13	13	
Electricity	31	31	31	31	31	31	
Water / Sewer	63	63	63	63	63	63	
Trash Collection	19	19	19	19	19	19	
Central Air	17	16	15	14	12	21	
Fridge(add if tenant owns)	4	4	4	4	4	4	
Stove (add if tenant owns)	4	4	4	4	4	4	
Electric Meter Charge	25	25	25	25	25	25	
Gas Meter Charge	18	18	18	18	18	18	

Total Utility Expenses: _____

BEDROOM SIZE = 3

	Single Family Detached	Two Family Duplex	Older Home Converted	Row/Town House	High Rise	Mobile Home	Calculation Column
Heating							
Natural Gas	29	27	25	23	21	36	
Bottle Gas	111	104	96	89	81	140	
Electric	79	73	68	63	57	99	
Oil	174	162	150	140	127	220	
Wood	101	94	87	81	74	128	
Cooking							
Natural Gas	5	5	5	5	5	5	
Bottle Gas	8	8	8	8	8	8	
Electric	13	13	13	13	13	13	
Water Heating							
Natural Gas	13	13	13	13	13	13	
Bottle Gas	23	23	23	23	23	23	
Electric	39	39	39	39	39	39	
Oil	16	16	16	16	16	16	
Electricity	38	38	38	38	38	38	
Water / Sewer	77	77	77	77	77	77	
Trash Collection	24	24	24	24	24	24	
Central Air	21	19	18	17	15	26	
Fridge (add if tenant owns)	4	4	4	4	4	4	
Stove (add if tenant owns)	4	4	4	4	4	4	
Electric Meter Charge	25	25	25	25	25	25	
Gas Meter Charge	18	18	18	18	18	18	

Total Utility Expenses: _____

BEDROOM SIZE = 4

	Single Family Detached	Two Family Duplex	Older Home Converted	Row/Town House	High Rise	Mobile Home	Calculation Column
Heating							
Natural Gas	37	34	31	29	27	46	
Bottle Gas	142	132	122	113	103	179	
Electric	100	93	86	80	73	126	
Oil	222	206	191	178	162	280	
Wood	129	120	111	103	94	163	
Cooking							
Natural Gas	6	6	6	6	6	6	
Bottle Gas	10	10	10	10	10	10	
Electric	16	16	16	16	16	16	
Water Heating							
Natural Gas	16	16	16	16	16	16	
Bottle Gas	30	30	30	30	30	30	
Electric	50	50	50	50	50	50	
Oil	20	20	20	20	20	20	
Electricity	48	48	48	48	48	48	
Water / Sewer	98	98	98	98	98	98	
Trash Collection	30	30	30	30	30	30	
Central Air	27	25	23	21	19	33	
Fridge (add if tenant owns)	4	4	4	4	4	4	
Stove (add if tenant owns)	4	4	4	4	4	4	
Electric Meter Charge	25	25	25	25	25	25	
Gas Meter Charge	18	18	18	18	18	18	

Total Utility Expenses: _____

BEDROOM SIZE = 5

	Single Family Detached	Two Family Duplex	Older Home Converted	Row/Town House	High Rise	Mobile Home	Calculation Column
Heating							
Natural Gas	42	39	36	33	30	53	
Bottle Gas	162	151	139	130	118	204	
Electric	114	106	98	92	84	144	
Oil	254	236	218	203	185	320	
Wood	148	137	127	118	108	186	
Cooking							
Natural Gas	7	7	7	7	7	7	
Bottle Gas	11	11	11	11	11	11	
Electric	19	19	19	19	19	19	
Water Heating							
Natural Gas	18	18	18	18	18	18	
Bottle Gas	34	34	34	34	34	34	
Electric	57	57	57	57	57	57	
Oil	23	23	23	23	23	23	
Electricity	55	55	55	55	55	55	
Water / Sewer	112	112	112	112	112	112	
Trash Collection	34	34	34	34	34	34	
Central Air	30	28	26	24	22	38	
Fridge (add if tenant owns)	4	4	4	4	4	4	
Stove (add if tenant owns)	4	4	4	4	4	4	
Electric Meter Charge	25	25	25	25	25	25	
Gas Meter Charge	18	18	18	18	18	18	

Total Utility Expenses: _____

BEDROOM SIZE = 6

	Single Family Detached	Two Family Duplex	Older Home Converted	Row/Town House	High Rise	Mobile Home	Calculation Column
Heating							
Natural Gas	47	44	40	38	34	59	
Bottle Gas	182	169	157	146	133	230	
Electric	129	120	111	103	94	162	
Oil	285	265	245	228	208	360	
Wood	166	154	143	133	121	209	
Cooking							
Natural Gas	8	8	8	8	8	8	
Bottle Gas	12	12	12	12	12	12	
Electric	21	21	21	21	21	21	
Water Heating							
Natural Gas	21	21	21	21	21	21	
Bottle Gas	38	38	38	38	38	38	
Electric	64	64	64	64	64	64	
Oil	26	26	26	26	26	26	
Electricity	62	62	62	62	62	62	
Water / Sewer	125	125	125	125	125	125	
Trash Collection	39	39	39	39	39	39	
Central Air	34	32	29	27	25	43	
Fridge (add if tenant owns)	4	4	4	4	4	4	
Stove (add if tenant owns)	4	4	4	4	4	4	
Electric Meter Charge	25	25	25	25	25	25	
Gas Meter Charge	18	18	18	18	18	18	

Total Utility Expenses: _____

EXHIBIT C: SCORE SHEET

PROJECT-BASED VOUCHER PROGRAM

(This score sheet is for your information only, there is no need to submit it with your application packet.)

SELECTION

NUMBER OF CRITERIA POINTS

- | | | |
|----|---|------|
| 1. | Accessibility for Disabled Individuals. Accessibility for persons with disabilities meeting the minimum requirements of the Americans with Disabilities Act and local and State building codes. (Preference given to one-floor units and buildings with elevators). | 0-10 |
| 2. | Services. Projects that offer services and amenities for residents. Onsite services will score higher. These services may include, but are not limited to, employment preparation, placement and support; education and vocation training; life skills coaching; mental health counseling; AODA Counseling; and transportation. Services tailored to meet the individual needs of residents will receive higher scores. Owners may provide the supportive services themselves or by third parties. Provide documentation that services exist or will be established if this project is approved. | 0-15 |
| 3. | Financial Capacity. Evidence that this project is financially sound. | 0-20 |
| 4. | Deconcentrate Poverty. Extent to which the project furthers the goals of deconcentrating poverty and expanding housing and economic opportunity. Projects in census tracts with low poverty concentrations or that are undergoing with activities that will score higher. Exhibit A for income limits and Exhibit H significant revitalization activities will score higher. (See Exhibit H for a Brown County map showing poverty ratio by census tracts). | 0-25 |
| 5. | Owner/Management Experience. Evidence of management experience. <ul style="list-style-type: none"> •(For new construction or rehab): Experience and capacity to build or rehab housing; (For existing housing): Experience in and compliance with the PBV or Tenant-based voucher program. 0-5 •Number of years the management team has managed rental housing. 0-5 •Financial capacity as evidence by financial statements. 0-5 | 0-15 |
| 6. | Income-Mixing. In multi-family housing, projects with a lower concentration of PBV will score higher, except for units that exclusively serve elderly families, units that house households eligible for supportive. | 0-15 |

Services, or projects in census tracts with a poverty rate of 20 percent or less.

Total Possible Points: 100

EXHIBIT D: RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION

(Use of this form is required when submitting proposal)

The attached material submitted in response to this project includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential. Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released:

Section

Page #

Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO **PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.**

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The County considers other markings of confidential/proprietary in the proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name:

Printed Name:

Signature:

Date:

EXHIBIT E: RFP ADDENDUM(S) ACKNOWLEDGEMENT

(If Addendums exist for this project, please sign and date and send with your bid)

The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

Additional Addenda should be written here:

I have examined and carefully prepared the RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the RFB/RFP/RFQ to Brown County. Attached is my list of subcontractors along with their respective trades-if applicable.

The Undersigned agrees to the above statement:

Company Name:

Printed Name:

Signature:

Date:

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, published on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are published unless there is an addendum within three business days of RFB/RFP/RFQ due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified by Brown County of all addendums issued within three (3) business days prior to due date. If RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting our purchasing department at 920-448-4040 to ensure receipt of addendums issued.

RFBs/RFPs/RFQs that do not acknowledge addendums may be rejected.

All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

EXHIBIT F: RFP APPEALS

(This appeals attachment is for your information only, there is no need to sign and submit it.)

To: Vendors

RE: Brown County Housing Authority Appeals Process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on a RFB, RFP or RFQ

Appeals may be submitted for the following purchases:

1. The item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
2. The item price or proceeds is \$5000 or more or the total order is \$10,000 or more, and
3. Vendor selection was based on factual errors, or
4. The lowest price or highest proceeds vendor was not selected for RFQ or RFB, or
5. Failure by the County or its agents to adhere to the County's policies and procedures or other legal requirements.

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Housing Administrator within 3 business days from the receipt of the rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Housing Administrator.

If the Housing Administrator determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee shall be final.

SUBMIT TO:

**Brown County Housing Administrator
100 N. Jefferson Street, Room 608
Green Bay, WI 54301**

EXHIBIT G: BCHA Project Based Voucher Application

(Use of this form is required when submitting proposal - See Page 10 for Instructions)

Project/Property Name	
Owner Name (If needed, attach separate sheet to list all individuals)	
Project Street Address & City	
Main Contact (Name, Email & Phone Number)	
Description of General Location	
Existing, Rehab, or New Construction and Date	
Description of Building Type	
Total Number of Buildings and Units per Building	
Total Units by Bedroom Size, including square footage	
Proposed Project Based Units by Bedroom Size	
Specific Units or Floating? Indicate Apartment Numbers	
Initial PBV Contract	
Proposed Contract Rent by Unit Type	
Utility Responsibilities	Tenant Utilities: Owner Utilities:

I certify that all information included in this application is accurate and complete to the best of my knowledge and believe. I further certify that this application and the property are in conformity with HUD program regulations and requirements, as outlined in this Request for Proposals.

Owner's Signature

Date

Poverty Rate

- 0.0 - 7.4%
- 7.5 - 14.8%
- 14.9 - 19.9%
- 20.0 - 28.5%
- 28.6 - 37.0%



Source: 2011-2015 American Community Survey 5-year Estimates, US Census Bureau

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. E.R.
Data Printed: Oct 2017 X:\Planning\City\Work Order Request\2017\17.12 Poverty Census\Trac\poverty_rate.mxd

0 1 2 4 Miles

